



TOWN OF ACTON  
472 MAIN STREET  
ACTON, MASSACHUSETTS, 01720

**DRAFT**

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## MEMORANDUM OF AGREEMENT BETWEEN THE MBTA AND TOWN OF ACTON

### **Timeline and logistics:**

Bi-weekly design meetings at HNTB (unless otherwise notified), beginning 2.18.11. Start time: 8 am. Phil Brake will chair/facilitate meetings. Meeting minutes taken by Corey York, copies to be provided to all parties within five business days for review and comment. Members of the working group will therein have 5 business days to respond with changes and corrections, minutes thereafter will be considered official. At the end of each meeting, parties will date and initial any working drawings, which will be scanned and sent to participants.

### **Working group:**

Representatives of the MBTA, two members of the HDC (David Honn and Ronald Rose), Corey York, Acton Town Engineer, and two representatives of South Acton Train Station Advisory Committee (SATSAC), David Martin and Sean Hanley shall meet every other Friday morning at the HNTB office in Chelmsford, MA in order to fashion the design decisions in a coordinated process. The representatives of the HDC (D. Honn and R. Rose) and SATSAC (D. Martin and S. Hanley) will be responsible for updating and coordinating with their respective commission/committees.

### **Goals for and timeline for design completion:**

It is imperative to schedule design goals and milestones for the design process to meet the ultimate goal of an essentially complete design by the deadline. It is our understanding that the bid package must be complete by complete by August 1, 2011. Dates and agenda outlined below are subject to change as needed and provide an outline of areas to address. Additional meetings will be scheduled to review the revised designs as needed, but at minimum at 60% and 90% completion.

#### **2.18.11 Agenda**

- Review of logistics, timeline and Letter of Agreement
- Head houses: identification and resolution of design issues including cladding, treatment of the elevator towers, final canopy design, plinth, and fenestration (type, patterns)
- Identification of site plan/landscape issues that need coordination with the Town of Acton (example: loss of parking spaces at drop off to accommodate landscaping and entrance).

#### **3.4.11 Agenda**

- Revised entrance design (at drop off)
- Head houses
- Location of bike racks, lockers and storage

#### **3.18.11 Agenda**

- Finalize changes before head houses bid out.

**DRAFT LETTER 2/17/11**

**4.1.11 Agenda**

- Landscape/site plan update
- Fencing location and type
- Signage (including location for advertising billboards, graphics )
- Lighting

Additional meetings:

(Dates, agenda, etc.)

Signed:

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Town of Acton

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MBTA